

LIBRARY POLICY MANUAL

LH-1 Local History Room Mission, Scope, and Donation Policy

Date Issued: 12/14/16

Revised:

Attachment(s): 1

1. Deed of Gift Form

Mission Statement

The mission of the Mary Riley Styles Public Library Local History Room is to collect, preserve, and promote materials with historical significance concerning the inhabitants, government, institutions, and environment of the City of Falls Church. The goal of the collection is to preserve and maintain these materials in trust for future generations. The materials can be examined in the Local History Room by appointment only.

Scope

The collection includes, but is not limited to: books, manuscripts, maps, microforms, newspapers and newspaper clippings, newsletters, microforms, brochures and pamphlets, photographs, serials, city government documents, organization documents, audiocassettes, videocassettes, CDs, DVDs, and other electronic formats.

The major emphasis of the collection is material of historical significance pertaining to the history and development of the City of Falls Church. Specific examples of the collection include: City Council minutes, city annual reports, local school yearbooks, street lists, maps, city phonebooks and directories, voter registration lists, local cemetery catalogs, local newspapers and newsletters, resident histories and photographs. The room is also home to an institutional collection documenting the history of the Mary Riley Styles Public Library.

Donation Policy for Local History

Donations must coincide with the Local History Room's mission and be related to one or more of the following:

- Materials that record the history or development of the land, homes, and buildings within the City of Falls Church
- Materials that record the history and contributions of prominent individuals or families who resided in or served in the City of Falls Church
- Materials that preserve the histories of local clubs, organizations, schools, churches, businesses, and institutions of the City of Falls Church
- Materials that record the history of the community, including the social life and culture

At the discretion of the Director and the Reference Supervisor, the Local History Room may accept materials related to one or more of the following, if they directly pertain to the history and development of the City of Falls Church or communities adjacent to the City:

- History of the areas immediately surrounding the City of Falls Church
- History of the State of Virginia with Falls Church specific content

Other criteria include:

- Relevance to the history of the City of Falls Church
- Uniqueness and historical value of the item
- Physical condition of the item
- Space constraints for storage of the item
- Time needed to arrange the collection for use
- Signed 'Deed of Gift'

Materials that do not fit within this policy will be referred to local historical societies and/or collections. The Local History Room reserves the right to decline gift offers.

Materials donated to the Local History Room must be organized and void of duplicate materials.

Due to space constraints, the Local History Room does not accept or house three-dimensional artifacts or organizational scrapbooks.

Donors must sign a 'Deed of Gift' transferring ownership to the Mary Riley Styles Public Library Local History Room.

Terms of Donations:

- Donations are transferred irrevocably and absolutely to the Mary Riley Styles Public Library and will not be returned once donated.
- All materials are donated without any use restriction.
- The Mary Riley Styles Library reserves the right to decide how and under what circumstances donated items will be retained, arranged, stored, preserved, described, cataloged, digitized, and exhibited.
 - If specific use restrictions are required, they must be negotiated in advance and approved separately in writing by the Mary Riley Styles Public Library Director.
- Any appraisal or establishment of any item's value for tax purposes is the responsibility of the donor and must be completed before the item is donated.
- In the event that the donor gives additional items to the library in the future, a separate "Local History Room Deed of Gift & Donation Form" must be completed for the new items.

The Mary Riley Styles Public Library reserves the right to amend this policy, and to rule on situations not specifically covered herein.

See also:

Donated Materials Policy
Material Selection Policy